

FOR STATE OFFICE USE ONLY

General Office Supply Request Form

NOTE: If you are ordering general supplies, include such items as pens, pencils, paperclips, paper, erasers, etc.) - you will not be notified that they have arrived instead they will be placed in the supply cabinet. If you are ordering something specific, include items such as a paper hole punch, staple removers, calculators, etc. -- you will be notified by telephone or email that they have arrived. SUPPLIES WILL BE ORDER ONCE A MONTH DEPENDING ON PRIORITES AND BUDGET ALLOCATION

[illegible]